

User Manual- HR and Task Management

**7th Population & Housing Census – 2022 the Digital Census**

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Version 1.0.0

**VERSION**

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| **Name** | **Date** | **Reason For Changes** | **Version** |
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# Overview

Evolution of technology has played vigorous role in the governance of a country. Government agencies are continuously striving to improve good governance through the means of information technology. Conduction of periodic and accurate Census of population is considered as a key parameter for good governance. Developed Countries in the world are now executing census exercises through digital means to ensure the precision and accuracy of population data, in minimum time frame, as it becomes the basis for policy making and implementation. The proposed exclusive technical IT solution by NADRA will be carried out by mapping census operations through the use of global positioning system and **geographical** information system in Pre-Census, Census and Post Census stages. The android base house listing and enumeration applications shall have online & offline support with Seamless data synchronization feature whenever it is connected online.

# Scope

This manual provides a holistic view of the HR and Task Management Module, and it provides the user the interface to monitor and assign roles to various Enumerators and field Staff. It enables user to have graphical and numerical data for better understanding of this module.

# HR & Task Assignment Module

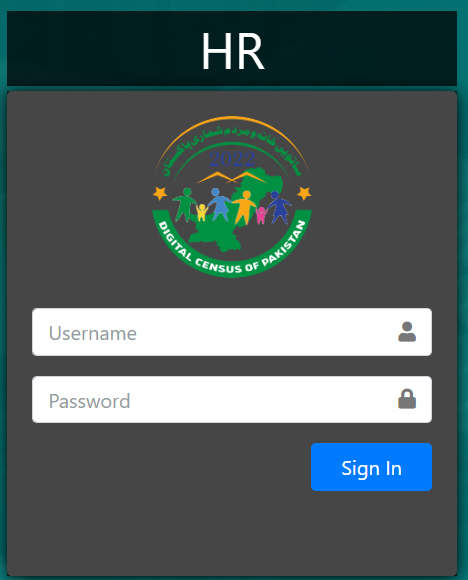
HR and Task Management Module helps different hierarchies to monitor Human Resource activities including Enumerators tracking, assigning Role, data management and task assignment. It provides graphical as well as numeric information about Data and in addition to that, access of the user Role functionality and assigning different roles to the enumerators is provided as well.

## Process Flow

User login

### Login screen

* Enter Username and Password
* Click ‘Sign In’

  
**Figure 1.1**

### Home Screen after Login

* Left side screen of Figure 1.2 shows census district, census code, and user name & user role. **Dashboard** information showsall users and assignment to have different privileges to different team hierarchy. Moreover, cards reflects the details regarding total blocks, assignment, users and CDO.

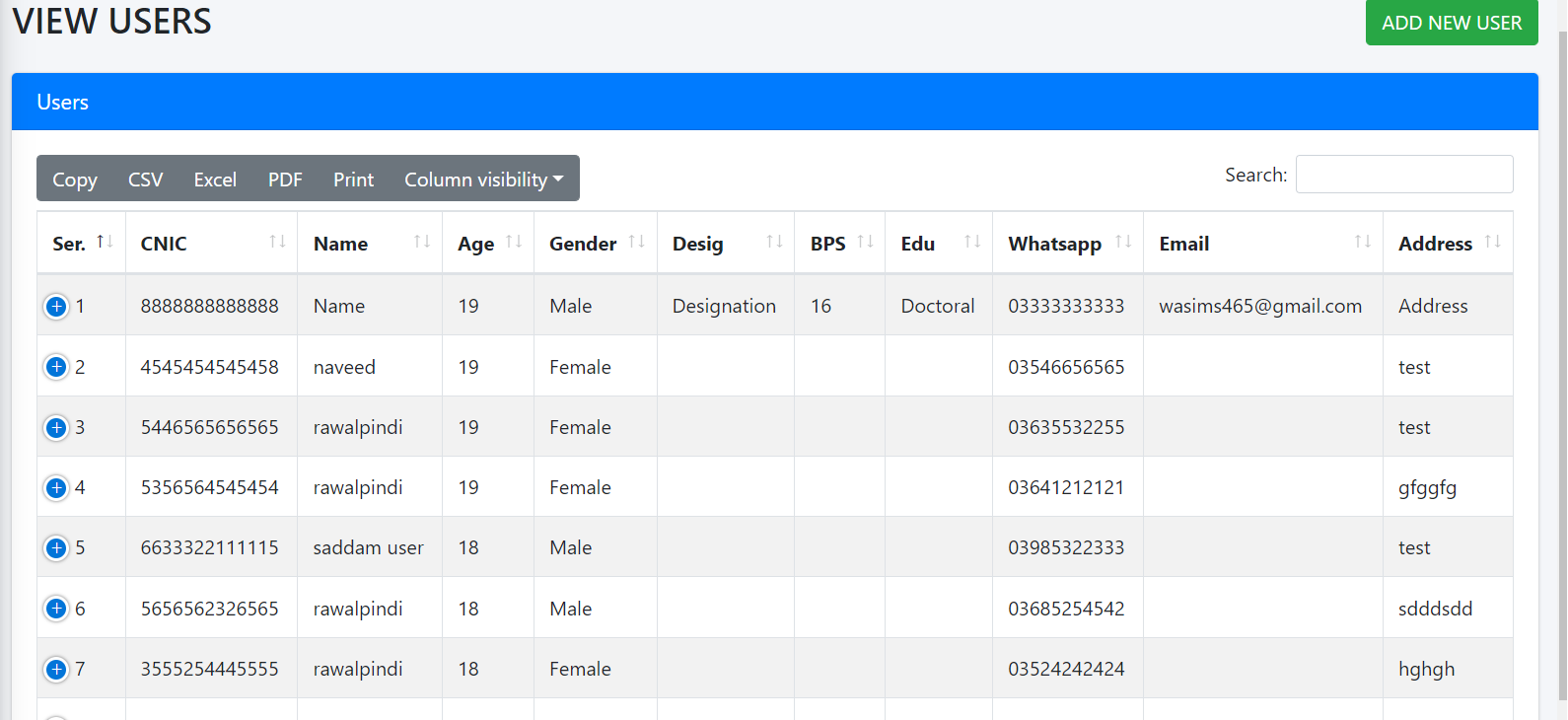
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***Figure 1.2***

* Total blocks card reflects the total number of blocks and its associated urban and rural blocks, moreover, by opening the “total blocks” card details user can view the number of blocks assigned to different enumerator
* Unassigned blocks are those which have not been assigned so far by the admin
* Unassigned users shows the details of users which is not yet created by the admin
* Assignment card includes details of assignments forwarded to different staff members such as enumerator, circle supervisor and charge superintendent
* Users card shows the details of number of users so far created including enumerator, circle supervisor and charge superintendent
* CDO card shows number of CDO (Census District officer) of the census activity
* Pie chart indicates the gender wise data of staff
* Bar chart represent the mobile network wise staff details, it gives a clear picture of cellular coverage network being used by enumerator or field staff

### All User - Screen

* This interface shows the **Users** detail, including cnic number, name, age, gender, designation, scale, education, cell (whatssap number), email and address
* Figure 1.3, also enable User to **Add User**

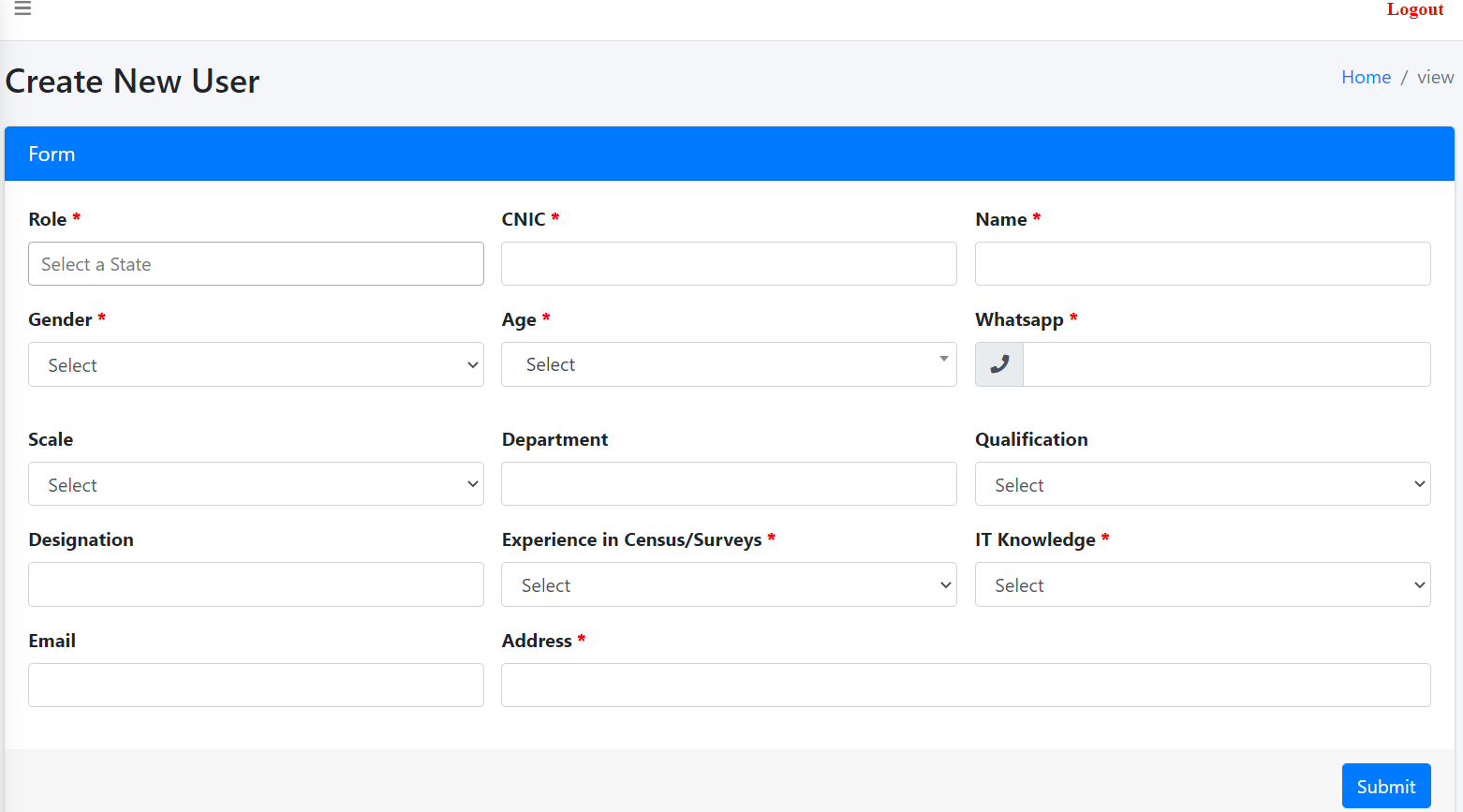
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***Figure 1.3***

* Figure 1.3 shows ‘**Copy, CSV, Excel, PDF, Print, Column visibility’** to facilitate user
* Control tabs at the top of the figure 1.3 facilitate user to **copy** the report, create **csv** file, to create **excel** file ,convert into **pdf**, **print** the report, **column visibility** enable the user to hide any column and generate report
* Details regarding users cnic, name, age, gender, design, BPS (scale), education, Whatsapp, email, address is attached as per figure 1.3

### All User – Add New Users

* By selecting ‘**Role’** drop down list appears, it is required to add role of new user as per requirement
* Role drop down indicate different roles, select the appropriate role as required ,enter CNIC, name, gender, age, Whatsapp number, scale, concern department, qualification, designation, experience, IT knowledge, email and Address
* After filling necessary details, click on “Submit Button” to create a User

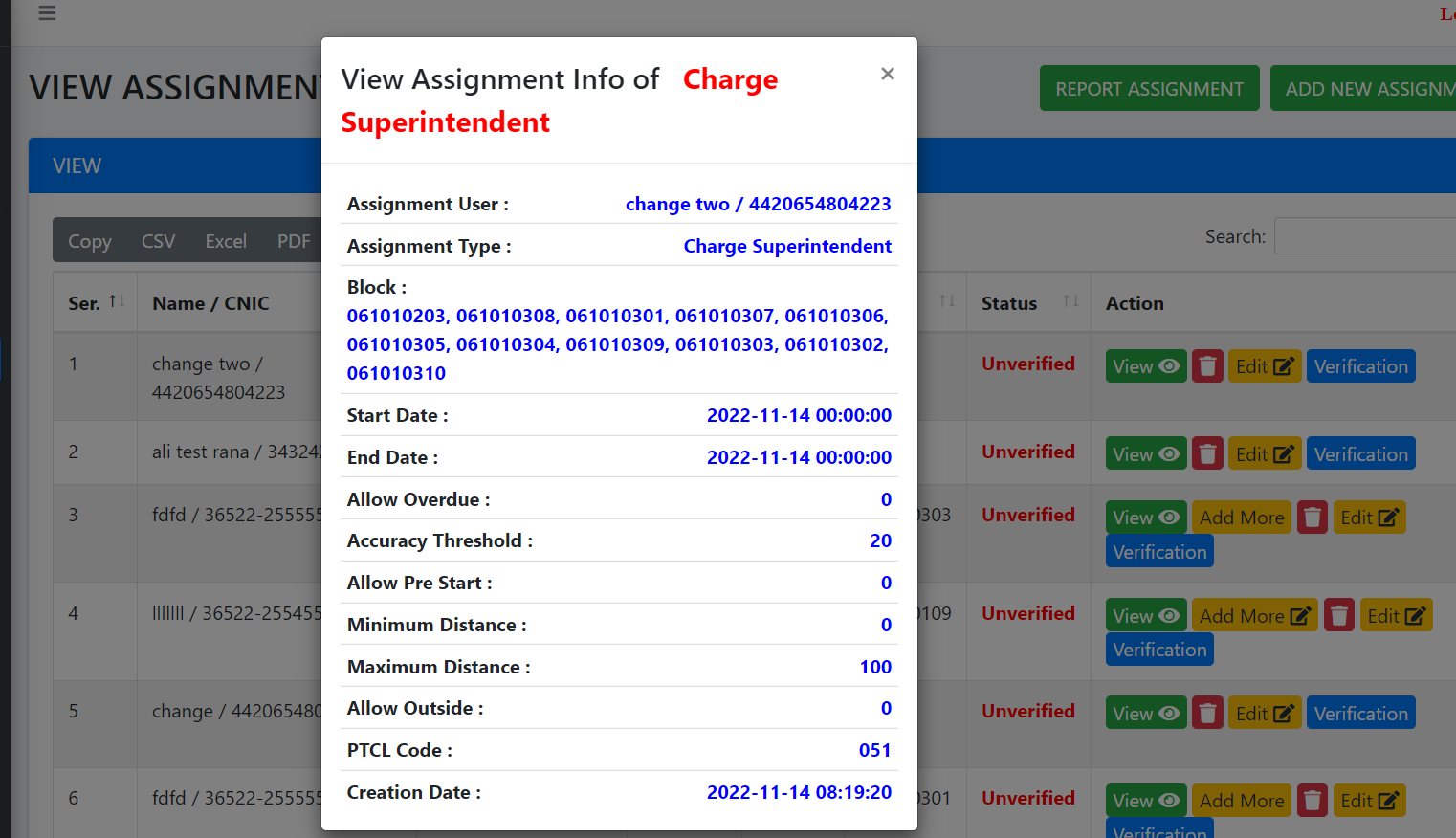


***Figure 1.4***

# Assignment –Screen

* This interface shows - **view assignment**: which shows the detail of assignment assigned to various staff and it’s sub details such as Assignment type, charge, circle, block status etc
* **Report assignment**: Can be used by the admin/ CDO to get a report of the assignment of the activity
* **Add** **new assignment** is used to create new assignment by the admin/ CDO

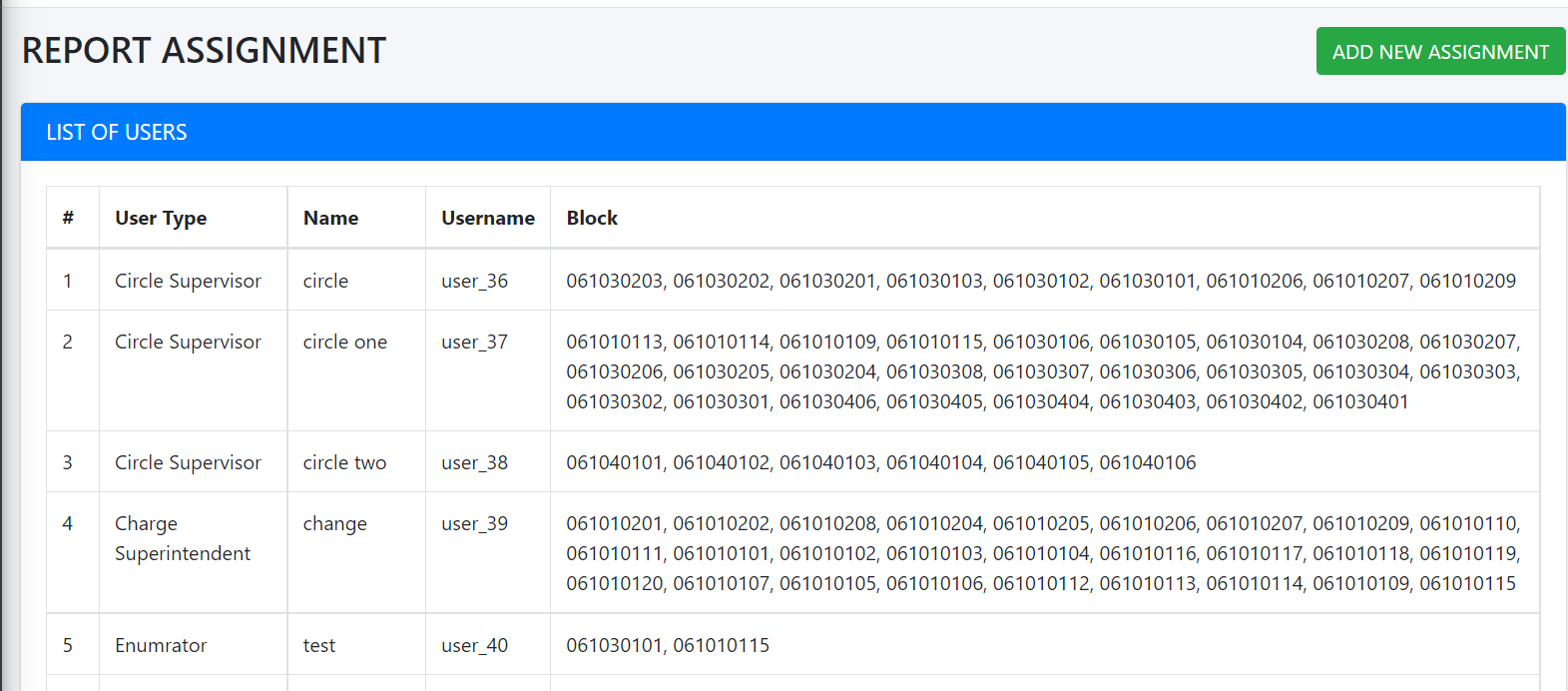
### C:\Users\Lenovo\Desktop\Censusss\user Manual\user-HR\Screenshot-Assign 1.png*Figure 1.5*

* **In Action tab, View** shows the assignment informationincluding assignment user, assignment type, block, start and end date, allow overdue, accuracy threshold, allow pre start, minimum and maximum distance, allow outside, ptcl code and creation date. In addition, **Edit** and **delete** users are also available (figure is attached below at 1.6)

***Figure 1.6***

## Assignment –Report Assignment

* By clicking on **report assignment** the **screen** appears with a comprehensive details about **user type, name, username , block**

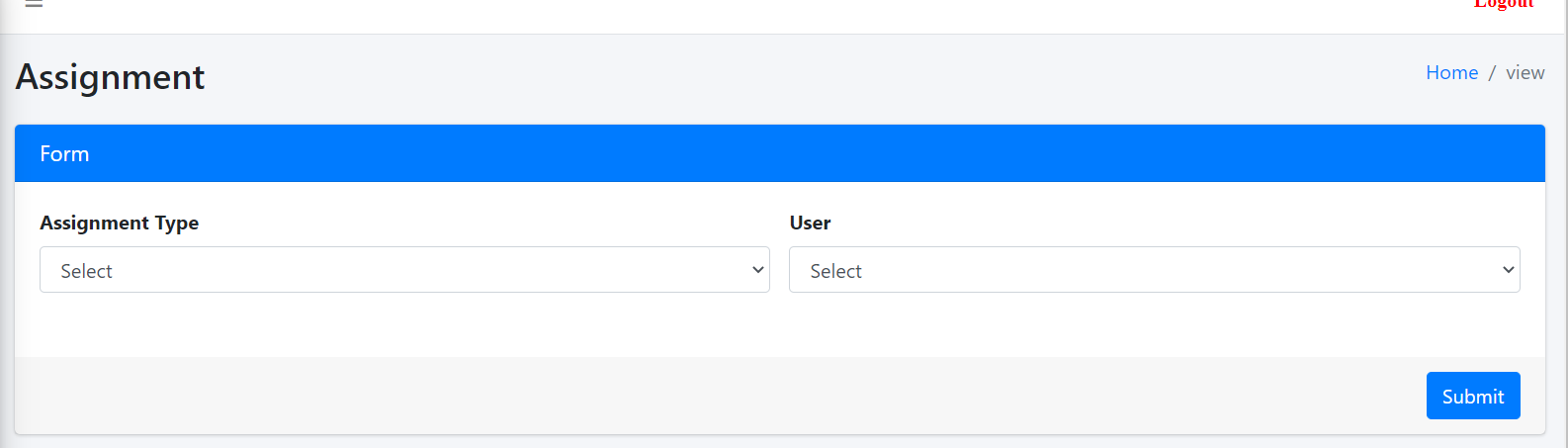
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***Figure 1.6***

* Report assignment indicates the user type details ,names ,username and block
* Block wise detail of user type is reflected

## Assignment –Add Assignment

* Select the **assignment type** by clicking on drop down (attached as figure 1.7), which enable the user to add assignment type and user
* Then Select User



***Figure 1.7***

* Select the appropriate assignment from drop down and select the user
* Click in submit button to add new assignment

# **FAQ**

**Q1**: How do you know about the number of CDO?

Ans: By selecting the CDO card on dashboard, exact number of CDO can be identified, only admin has the privilege to access this information.

**Q2**: How to access the details regarding number of blocks along with enumerators?

Ans: Click on ‘**Total Block’** card displayed at left side of the home screen dashboard.

**Q3**: Is there any procedure to find out how many new user can be created?

Ans: By accessing the unassigned user card at the right side of the home page, it will allow the user to know the total number of users which can be created.

**Q4**: How to create new user?

Ans: Click on “all user”, add new user, fill the information and submit it.

**Q5**: How do you generate report by hiding one column?

Ans: Click view user there is an option of visibility column, select the column which you need to hide.